

## Lahontan Regional Water Quality Control Board

### AGENT FOR SERVICE OF PROCESS AND PROCEDURE FOR PUBLIC RECORDS ACT REQUESTS October 20, 2014

In order to ensure that subpoenas, summons and complaints or other legal proceedings against the California Regional Quality Control Board, Lahontan Region (Lahontan Water Board), and requests pursuant to the California Public Records Act (Government Code § 6250 et seq.) are routed to the appropriate personnel and timely addressed,

#### A. Service of Subpoenas

1. Only the following personnel, and only in the following order, are authorized to receive service of a subpoena, including a subpoena duces tecum, for business records, persons most knowledgeable (PMK), the personal appearance by any staff member (in his/her capacity as such), or for any other subpoena directed to the Regional Board (or any of its personnel in their capacity as such):

#### South Lake Tahoe

Primary Agent:	Eric Shay Administrative Officer	2501 Lake Tahoe Blvd. South Lake Tahoe, CA 96150 (530) 542-5428 eric.shay@waterboards.ca.gov
Alternate Agent:	Lauri Kemper Assistant Executive Officer	2501 Lake Tahoe Blvd. South Lake Tahoe, CA 96150 (530) 542-5436 lauri.kemper@waterboards.ca.gov

#### Victorville

Primary Agent:	Rebecca Phillips Staff Services Analyst	14440 Civic Drive, Suite 200 Victorville, CA 92392 (760) 241-7306 rebecca.phillips@waterboards.ca.gov
Alternate Agent:	Mike Plaziak Supervising Engineering Geologist	14440 Civic Drive, Suite 200 Victorville, CA 92392 (760) 241-7325 mike.plaziak@waterboards.ca.gov

2. If neither agent is available, another alternate will be designated on the Primary Agent's outgoing voice mail. If no such designation has been made, the Executive Officer will receive service of process.

3. Process servers are requested to make contact in advance of service, so an agent can arrange to be available to receive service.
4. Individual staff members are NOT authorized to receive service of a subpoena, even if the individual staff member is identified as the deponent.
5. The Lahontan Water Board will not accept service of a subpoena involving a matter that is unrelated to Lahontan Water Board business.

**B. Service of Summons or Complaint or Other Legal Action or Process**

1. Only the following personnel (or their designees) are authorized to receive service of a summons relating to a civil complaint, a petition for writ of mandate, or other legal action or process against the Lahontan Water Board:

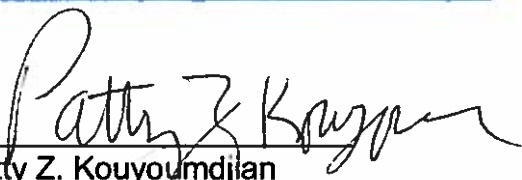
Patty Kouyoumdjian Executive Officer	2501 Lake Tahoe Blvd. South Lake Tahoe, CA 96150 (530) 542-5400 <a href="mailto:patty.kouyoumdjian@waterboards.ca.gov">patty.kouyoumdjian@waterboards.ca.gov</a>
Kimberly Niemeyer Staff Counsel	1001 I Street, 22 <sup>nd</sup> Floor Sacramento, CA 95814 (916) 341-5547 <a href="mailto:kim.niemeyer@waterboards.ca.gov">kim.niemeyer@waterboards.ca.gov</a>

2. Process servers are requested to make contact in advance of service, so an agent can arrange to be available to receive service.

**C. Public Records Act Request**

Eric Shay Administrative Officer	2501 Lake Tahoe Blvd. South Lake Tahoe, CA 96150 (530) 542-5428 <a href="mailto:eric.shay@waterboards.ca.gov">eric.shay@waterboards.ca.gov</a>
Robin Coale	14440 Civic Drive, Suite 200 Victorville, CA 92392 (760) 241-6474 <a href="mailto:robin.coale@waterboards.ca.gov">robin.coale@waterboards.ca.gov</a>

Questions regarding this Order should be directed to Staff Counsel Kimberly Niemeyer, at [kim.niemeyer@waterboards.ca.gov](mailto:kim.niemeyer@waterboards.ca.gov) or (916) 341-5547.

  
Patty Z. Kouyoumdjian  
Executive Officer

Oct. 20, 2014  
Date